



SAN DIEGO POLICE DEPARTMENT - PERMITS AND LICENSING
1400 'E' STREET, MS-735, SAN DIEGO, CA 92101
(619) 531-2250



ENTERTAINMENT PERMIT

San Diego Municipal Code, Section 33.0101(c), states you must have a valid police permit to operate a business designated as police regulated. You are responsible for being familiar with and complying with the rules and regulations related to Entertainment. Copies of the Entertainment Ordinance and General Divisions for police regulated activities may be obtained from the City Clerk's office located at 202 C Street, 2nd Floor, Ph. # (619) 533-4000 or via the City's website: www.sannet.gov/ (Department, City Clerk, Documents, Municipal Code,) [SDMC Chapter 3, Article 3, Division 14, Division 8 and Divisions 1-5](#).

The granting of a police permit does not relieve the applicant from obtaining all appropriate approvals required by the City of San Diego, or state or federal law. **The granting of a permit does not relieve a permittee from the permittee's obligation to comply with all applicable local, state, and federal laws, including those related to building, zoning, and fire, and other public safety regulations.** The granting of a police permit does not vest any development rights in the property or business (SDMC 33.0309). In order to legally operate your business and to establish that your business location is suitable, it is suggested that you first obtain the following:

ZONING APPROVAL can be obtained from the City of San Diego Development Services, 1222 First Avenue (3rd Floor), San Diego, CA 92101 - Phone (619) 446-5000.

FIRE MARSHAL APPROVAL can be obtained from San Diego Fire and Life Services, 1010 Second Avenue (3rd Floor), San Diego, CA 92101 - Phone (619) 533-4400 or www.sannet.gov/fireandems/inspections/index.shtml.

ALL NEW APPLICATIONS MUST BE SUBMITTED IN PERSON.

WHEN SUBMITTING YOUR APPLICATION, PLEASE PROVIDE ALL OF THE FOLLOWING:

(Incomplete applications will not be accepted.)

- **POLICE PERMIT APPLICATION** and **BUSINESS ADDENDUM**
- **BUSINESS TAX CERTIFICATE** can be obtained from the San Diego City Treasurer's Office, 1200 Third Avenue (1st Floor), San Diego, CA 92101 - Phone (619) 615-1500.
- A copy of your **CONDITIONAL USE PERMIT**, *if applicable*.
- A copy of the **ARTICLES OF INCORPORATION** from the State of California must be submitted, *if applicable*.
- **STATEMENT OF UNDERSTANDING** - Must be signed, dated and submitted with application.
- A copy of your **ALCOHOLIC BEVERAGE CONTROL** license **(with copy of conditions)** from the State of California Department of Alcoholic Beverage Control, 1350 Front Street (Room 5056), San Diego, CA 92101 - Phone (619) 525-4064. (This license is needed if your event will serve alcohol.)
- Valid government issued picture ID (driver's license or military ID).
- **APPLICATION FEE** - Cash, check, cashier's check or money order for a **non-refundable** Investigation Fee of **\$104.00 per each applicant**. (Please make check, cashier's check or money order payable to "CITY TREASURER".)
- **REGULATORY FEE** - Cash, check, cashier's check or money order (payable to the "City Treasurer") for the following applicable Regulatory Fee:

ON-GOING ENTERTAINMENT WITH ALCOHOL OR DANCING:

\$1840.00 - ANNUALLY - 50 OR MORE PERSONS

\$ 920.00 - ANNUALLY - 49 PERSONS OR LESS

ON- GOING ENTERTAINMENT NO ALCOHOL OR DANCING:

NEW - \$288 Renew - **\$184.00** - ANNUALLY - 50 OR MORE PERSONS

NEW - \$230 Renew - **\$126.00** - ANNUALLY - 49 PERSONS OR LESS

PLEASE NOTE:

- A criminal records check will be made on each applicant.
- A 30-day investigation period begins at the time each application is submitted.
- No **OUT OF STATE** checks will be accepted.



SAN DIEGO POLICE DEPARTMENT - PERMITS AND LICENSING

1400 'E' STREET, MS-735, SAN DIEGO, CA 92101

Telephone No.: (619) 531-2250



APPLICATION

TYPE OF PERMIT: _____

☐ Owner ☐ Employee ☐ Partner ☐ Corporate Officer ☐ LLC

Date of Birth: _____ Driver's License/ID #: _____ State: _____

Applicant's Full Name: _____

Other Names Used: (Maiden, Alias, Etc.) _____ Stage Name: _____

Residence Address: _____ City, State, Zip: _____

Mailing Address: _____ City, State, Zip: _____

Res. Ph. () _____ Bus. Ph. () _____ Cell Ph. () _____ Fax () _____

Internet Web Site Address/Auction Site User Name: _____

Soc. Sec. #: _____ Place of Birth: _____

Eyes: _____ Hair: _____ Height: _____ Weight: _____ Race: _____ Sex: _____

Business Where Applicant Expects to be Employed:

Business Name: _____ D.B.A.: _____

Business Address: _____ City, State, Zip: _____

1. List previous residence addresses for the last five (5) years:

| | Complete Addresses last five years | Year Date From | Year Date To |
|---|------------------------------------|----------------|--------------|
| 1 | | | |
| 2 | | | |
| 3 | | | |
| 4 | | | |
| 5 | | | |

FOR OFFICE USE ONLY

App. Date: _____ Permit Number: _____ Received by: _____ ☐ Live Scan Rec: _____

Records Check: _____
Initials/ID #

☐ RI01 ok or _____

Approving PCCO: _____ Date: _____

2. List previous occupations, places of employment and/or schooling for the last five (5) years.

| | | | |
|----------|---------------------|------------|---------|
| 1 | PLACE OF EMPLOYMENT | OCCUPATION | |
| | ADDRESS & PHONE | DATE FROM | DATE TO |
| 2 | PLACE OF EMPLOYMENT | OCCUPATION | |
| | ADDRESS & PHONE | DATE FROM | DATE TO |
| 3 | PLACE OF EMPLOYMENT | OCCUPATION | |
| | ADDRESS & PHONE | DATE FROM | DATE TO |
| 4 | PLACE OF EMPLOYMENT | OCCUPATION | |
| | ADDRESS & PHONE | DATE FROM | DATE TO |
| 5 | PLACE OF EMPLOYMENT | OCCUPATION | |
| | ADDRESS & PHONE | DATE FROM | DATE TO |

3. List similar permits or licenses issued by any agency or board, or any city, county, state or federal agency in the past five (5) years. IF NONE, INITIAL HERE: _____

| | TYPE OF LICENSE | LICENSE NUMBER | DATES HELD | CITY AND STATE |
|-----------|-----------------|----------------|------------|----------------|
| 1. | | | | |
| 2. | | | | |
| 3. | | | | |

4. Have you ever had any permit or license issued by any agency or board, or any city, county, state or federal agency suspended or revoked? Yes () No ()

If yes, please complete below:

| | CITY/STATE | DATE OF SUSPENSION OR REVOCATION | REASON |
|-----------|------------|----------------------------------|--------|
| 1. | | | |
| 2. | | | |
| 3. | | | |

5. List all criminal convictions, except traffic convictions. Include pleadings of guilty to a lesser charge in satisfaction of, or as a substitute for, an original charge, and pleadings of *nolo contendere*. Expunged convictions must be listed per California Penal Code section 1203.4(a).

IF NONE, INITIAL HERE: _____

| | CHARGE | DATE CONVICTED | LOCATION OF COURT |
|---|--------|----------------|-------------------|
| 1 | | | |
| 2 | | | |
| 3 | | | |
| 4 | | | |
| 5 | | | |
| 6 | | | |

APPLICANTS: The right of reasonable inspection shall be a condition for issuance of a police permit. If a permit is issued, representatives of the police department shall have access to the business premises during normal business hours, which may include entry into the non-public portion of the business.

It is the responsibility of the permit holder to renew the permit no later than ten (10) calendar days after the expiration date on the permit. Failure to renew on time will result in penalty fee of \$25.00 plus 10% of the regulatory fee. If a renewal is not completed with all fees and penalties paid within thirty (30) days after the permit expiration date, the permit expires and business operations, occupations, or activities allowed by the permit must cease. A permittee must then begin the application process as a new applicant (Section 33.0308 of the San Diego Municipal Code).

I declare under penalty of perjury that the statements made on this application, including accompanying documents, are true, complete and correct to the best of my knowledge and belief. I understand that any false statements or information are grounds for denial of this application or loss of licensure and that I may be subject to prosecution per section 11.0401(b) of the San Diego Municipal Code.

I AM AWARE THAT THE INVESTIGATION FEE IS NON-REFUNDABLE. I AM AWARE THAT I AM RESPONSIBLE FOR BEING FAMILIAR WITH AND COMPLYING WITH THE RULES AND REGULATIONS RELATED TO THE POLICE REGULATED BUSINESS OR OCCUPATION FOR WHICH I AM APPLYING. I AM AWARE THAT THE GRANTING OF A POLICE PERMIT DOES NOT RELIEVE ME FROM OBTAINING PERMITS OR APPROVALS REQUIRED BY THE CITY OF SAN DIEGO OR STATE OR FEDERAL LAW. I AM AWARE THAT THE GRANTING OF A POLICE PERMIT DOES NOT RELIEVE ME FROM COMPLYING WITH ALL APPLICABLE LOCAL, STATE, AND FEDERAL LAWS, INCLUDING THOSE RELATED TO BUILDING, ZONING, AND FIRE, AND OTHER PUBLIC SAFETY REGULATIONS. I AM AWARE THAT THE GRANTING OF A POLICE PERMIT DOES NOT VEST ANY DEVELOPMENT RIGHTS IN THE PROPERTY OR BUSINESS.

APPLICANT'S SIGNATURE

DATE OF APPLICATION

PLEASE BE ADVISED THE INFORMATION YOU PROVIDE ON YOUR APPLICATION MAY BE SUBJECT TO PUBLIC DISCLOSURE PER THE CALIFORNIA PUBLIC RECORDS ACT.

ENTERTAINMENT ESTABLISHMENT STATEMENT OF UNDERSTANDING

1. Name of business: _____
2. Name of Owner: _____

Live Entertainment is regulated by the San Diego Municipal Code, Sections # 33.1501 through #33.1514. You are responsible for being familiar with and complying with the rules and regulations related to live entertainment at your business. Copies of the Entertainment Establishment Ordinance and General Provisions for police regulated activities may be obtained from the City Clerk's office located at 202 C Street, 2nd Floor, Telephone # (619) 533-4000 or via the City's website:
[SDMC Chapter 3, Article 3, Division 15 and SDMC Chapter 3, Article 3, Division 4, Section 2.](#)

When providing live entertainment you are responsible for all of the following rules and regulations:

#33.1501- You will be held responsible for controlling patron conduct in and around your business, making adequate provisions for crowd control. You are responsible to minimize disturbances as a result of the operation of entertainment.

#33.1503- You must have your entertainment permit at your business and readily available to Vice and/or police personnel whenever requested.

#33.1510- The owner and/or manager on duty shall be responsible for the orderly dispersal of individuals from the vicinity of the establishment at closing time, and shall not allow congregation inside or outside establishment.

#33.1513- The owner will be responsible to enforce the conditions placed on entertainment permit relating to the operation and type of business.

#33.0401-#33.0406- Regulatory action may be taken against your entertainment permit if violations of the San Diego Municipal Code Entertainment Sections occur.

#33.0308-(A)-(J)- It is the owner's responsibility to renew the entertainment permit by the expired date. If renewal applications are submitted within less than thirty days, but more than ten calendar days after the due date, an additional \$25 plus ten percent of the regulatory fee will be due to complete the application for renewal.

I have read and understand the requirements listed above. If I have any questions regarding these requirements, I understand that I may call and speak with a Police Code Compliance Officer about any questions or concerns I might have regarding my entertainment permit.

Signature

Printed Name

Date

ENTERTAINMENT PERMIT/BUSINESS ADDENDUM

PLEASE COMPLETE ALL SECTIONS

(TYPE OR PRINT LEGIBLY)

TYPE OF PERMIT: _____ **ALCOHOL** ☐ YES ☐ NO **HOURS OF OPERATION** _____

☐ Sole Owner ☐ Partnership ☐ Corporation ☐ LLC

☐ **LIVE ENTERTAINMENT:**

CIRCLE WHAT APPLIES)

DANCING KAROKE LIVE BAND D.J. OTHER _____

| | |
|------------------------------------|---|
| AGE GROUP | EXPECTED ATTENDANCE |
| 18 and UP <input type="checkbox"/> | 0 - 49 persons <input type="checkbox"/> |
| 21 and UP <input type="checkbox"/> | 50 or more persons <input type="checkbox"/> |

Business Name: _____ D.B.A. _____

Business Address: _____ City & Zip: _____

Mailing Address: _____ City & Zip: _____

Location of Event: _____

Date of Event: _____ Time of Event: _____

Business Tax Certificate # _____ Name of Licensed Security Company: _____

LIST ALL FICTITIOUS NAMES THE BUSINESS WILL OPERATE OR ADVERTISE UNDER:

| | FICTITIOUS NAME | PHONE # |
|---|-----------------|---------|
| 1 | | |
| 2 | | |

IF APPLICANT IS A CORPORATION:

| NAME OF CORPORATION AS SHOWN IN ARTICLES OF INCORPORATION OR CHARTER | DATE OF INCORPORATION | STATE OF INCORPORATION |
|--|-----------------------|------------------------|
| | | |

NAMES AND RESIDENCE ADDRESSES OF EACH CURRENT CORPORATE OFFICER AND DIRECTOR:

| NAME | RESIDENCE ADDRESS | TITLE |
|------|-------------------|----------------|
| | | PRESIDENT |
| | | VICE PRESIDENT |
| | | SECRETARY |
| | | TREASURER |

FOR OFFICE USE ONLY

| | |
|-------------------------------|-------------------------------|
| DATE FILED: | DATE FILED: |
| RECEIVED BY: | RECEIVED BY: |
| DEVELOPMENT SERVICES – ZONING | FIRE & LIFE SAFETY DEPARTMENT |
| APPROVED BY: | APPROVED BY: |
| DATE: PHONE: | DATE: PHONE: |

APPROVING OFFICER: _____ **DATE:** _____

IF PARTNERSHIP, LIST NAME AND RESIDENCE ADDRESS OF EACH PARTNER, INCLUDING LIMITED PARTNERS:

| NAME | RESIDENCE ADDRESS | TITLE |
|------|-------------------|-------|
| | | |
| | | |
| | | |
| | | |

LIST FULL TRUE NAME AND ANY OTHER NAMES USED BY THE OWNERS AND ANY PERSONS WHO EXERCISE CONTROL OVER THE OPERATION, MANAGEMENT, DIRECTION OR POLICY OF THE BUSINESS, OR WHO ARE RESPONSIBLE FOR THE DAILY OPERATION OF THE BUSINESS:

| | FULL NAME | TITLE |
|---|-----------|-------|
| 1 | | |
| 2 | | |
| 3 | | |
| 4 | | |
| 5 | | |

APPLICANT'S PREMISES ARE ☐ OWNED ☐ LEASED/RENTED

IF RENTED OR LEASED, PLEASE PROVIDE THE NAME AND ADDRESS OF THE PROPERTY OWNER(S):

| PROPERTY OWNER'S NAME | PROPERTY OWNER'S ADDRESS |
|-----------------------|--------------------------|
| | |
| | |

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I declare under penalty of perjury that the statements made on this application, including accompanying documents, are true, complete and correct to the best of my knowledge and belief. I understand that any false statements are grounds for denial of this application or loss of licensure and that I may be subject to prosecution per section 11.0401(b) of the San Diego Municipal Code.

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APPLICANT'S SIGNATURE _____

DATE OF APPLICATION _____

RESPONSIBLE PERSON COMPLETING APPLICATION IF NOT APPLICANT - PRINT & SIGN

TITLE/POSITION _____